AUBURN
Human Resources

Program Manager, State & Local Programs

Job Description

JOB INFORMATION

Job Code	JA29
Job Description Title	Program Manager, State & Local Programs
Pay Grade	CS09
Range Minimum	$120,970
33rd %	$161,290
Range Midpoint	$181,450
67th %	$201,610
Range Maximum	$241,930
Exemption Status	Exempt
Approved Date:	11/5/2025 4:47:51 PM

JOB FAMILY AND FUNCTION

Job Family:	Information Technology
Job Function:	Research Operations

JOB SUMMARY

The Program Manager of State & Local Programs is responsible for the successful execution of McCrary Institute programs supporting state-level initiatives (AOIT), rural and agricultural programs (USDA), and federal public-sector regulatory agencies such as DOT/FMCSA, NHTSA, and FAA. Manages program delivery from initiation through completion, ensuring projects are delivered on time, on budget, and at high quality while meeting all sponsor requirements. Works under the Director of Program Management, partners with the Senior Technical & Lab Director and technical leads to ensure technical integrity and collaborates with Business Development & Capture to support account growth and new opportunities.

RESPONSIBILITIES

- Serves as the primary execution lead for State of Alabama and other State Agencies (including AOIT), USDA, DOT/FMCSA, NHTSA, FAA, and similar public-sector regulatory programs.
- Manages scope, schedule, budget, and deliverables in compliance with sponsor requirements.
- Tracks and reports program status using standardized PMO controls (WBS, schedules, risk registers, performance metrics).
- Conducts monthly internal reviews and support Quarterly Business Reviews (QBRs) with sponsors.
- Manages subcontractors, partners, and vendors in alignment with contract obligations.
- Works closely with the Senior Technical & Lab Director and technical leads to ensure technical deliverables meet sponsor expectations.
- Partners with the Director of Business Development & Capture to identify growth opportunities in state and public-sector markets.
- Provides program execution inputs to proposals, including staffing plans, schedules, and past performance data.
- Builds and maintains strong relationships with AOIT, USDA, DOT/FMCSA, NHTSA, FAA, and other relevant public-sector agency officials.
- Ensures risks, issues, and changes are communicated promptly to sponsors and McCrary leadership.
- Represents McCrary as the execution lead for assigned public-sector accounts.
- Leads project staff assigned to state and public-sector programs.
- Provides direction, set priorities, and ensure accountability.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Business, Engineering, Cybersecurity, or related field.	and	7 years of	program or project management experience with state or federal government contracts.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of program-management practices, including schedules, budgets, risk management, and compliance.	
Strong communication skills with experience engaging state and federal sponsors.	
Ability to manage multiple projects concurrently across diverse stakeholders.	
Competence in project controls tools (MS Project or equivalent).	
Relationship-building skills with state and regulatory agencies.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical		X			
Dusts		X			
Poor ventilation		X			